

## MINUTES

### WILLMAR POLICE COMMISSION

Friday, April 11, 2014

A meeting of the Willmar Police Civil Service Commission was held on Friday, April 11, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. Police Chief David Wyffels was also present.

The meeting was called to order by President Anfinson at 3:30 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the April 1, 2014 minutes as submitted. **Motion carried.**

Chief Wyffels advised the Commission that City Administrator Stevens gave verbal direction on April 10, 2014, to move forward with the process of promoting a sergeant to replace the position being vacated by Sergeant Julie Asmus due to pending retirement; hence, the purpose of this meeting.

Discussion was held on the sergeant promotional process. The discussion covered anticipated officer interest, past promotional processes relating to this position, department timelines, application requirements, written test requirements, skills test (computer) requirements, and the interview process followed by the subsequent scoring procedure.

After discussion, Police Commissioner Akerson made a motion to:

- Post the sergeant promotional notice stating the date of April 30, 2014, 2:00 PM, as the final date/time for applications to be accepted for the position.
- Require all applicants for the position to submit a completed application form, provide a cover letter, provide a résumé, and complete the four preliminary questions in a handwritten format as part of the application process.
- Set the date for the written test to occur on May 8, 2014, at a time and location suitable to administer such test.
- Use the same testing company and test type that was used for the previous sergeant promotional process in 2011, which consists of an "In-basket" style test supplied by PDI (Personnel Decisions International) as the written test format.
- Additionally, require a computer skills test to be administered within the same testing time frame as when the PDI "In-basket" test occurs.
- Set up a four person interview panel consisting of a Police Commission member (to be determined), a Willmar Police Sergeant (of Chief Wyffels' choosing), Captain Felt and Chief Wyffels.
- Maintain an overall promotional process scoring system with a 40% weighting of the overall score attributed to the written portion of the testing process and 60% weighting of the overall score attributed to the oral interview process.
- To use the questions selected by the Commissioners as identified at this meeting for the oral interview process.

The motion was seconded by Commissioner Schwantes, to approve Commissioner Akerson's motion as read. **Motion carried.**

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Schwantes. Meeting was adjourned at 4:45 p.m.

Secretary Kathy Schwantes  
by David Wyffels